

Professional and Managerial Branch  
Cultural Group  
Recreation Series

**REGIONAL RECREATION SUPERINTENDENT**

08/99 (CDH)

*Summary*

Under direction, manage, and participate in establishing and integrating recreation sites providing City services including youth, adult, senior and special interest group programs and activities in a designated geographic area through subordinate coordinators and supervisors.

*Typical Duties*

Plan operation of region recreation center applications to a wide spectrum of recreational, athletic and social services. Involves: interfacing with representatives of civic and private organization representatives in assigned geographic region, obtaining ideas, objectives and needs for use of recreation facilities, planning for near term optimal use of existing infrastructure and programs, gaining support for existing activities and learning about needed changes and improvements; ascertaining levels of financial and in-kind support available in region to support projected usages and projections; consulting with special interest group leaders in region to determine special group recreational service and outreach program needs; exploring opportunities for promoting the region's recreation facilities availability and planned uses; synthesizing information and making short term proposals for recreation centers' use; preparing and presenting specific proposals to meet projected needs and explanations of regional goals and programs to department management and the general public, as directed.

Prepare budget forecasts for operations, maintenance and capital expenditures for assigned recreation centers. Involves: analyzing near term capital requirements indicated by projected and approved plans; developing budgetary plans for ongoing operations, providing guidance for and reviewing and approving short term capital and operational budget proposals of recreation center managers, making and explaining changes needed to meet division objectives; searching for and obtaining funding sources through grants, City allocations, private industry sources and revenue producing programs and activities, assessing costs and net revenues; determining needs for contract service support, recommending and preparing contract proposal specifications, reviewing vendor proposals, recommending selection, monitoring and reporting on contract service compliance, allocating financial, physical and personnel resources; monitoring expenditures, auditing procedures, analyzing cost and revenue trends, reallocating resources or taking corrective action.

Plan, direct and control operation of assigned recreation sites. Involves: Analyzing work loads and assigning or reassigning personnel and other resources to meet service delivery requirements; inspecting facilities and programs, devising, requiring and reviewing reports and acting on information received; assuring that centers, programs and activities are safely operated in conformance with directed standards and regulations, testing the effectiveness of ongoing activities at assigned centers, recommending or directing action to improve service delivery; consulting with center managers, obtaining ideas and support for new or improved procedures and plans for services and programs; coordinating outreach and special promotion activities; guiding subordinate managers in dispute resolution activities; recommending solutions, making or approving dispute resolution decisions, representing department before appeals boards, and in public agency and organizational forums in assigned region, as directed.

Supervise a large group of assigned professional/managerial, recreation, general services and contract employees and volunteers. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting during temporary absences for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in

Recreation Management Business Administration or a related field, plus five (5) years progressive professional experience in planning and administering diverse recreational, athletic and social service programs and facilities, at least two (2) years supervising professional recreation services staff; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: theories and application of recreation services delivery systems, procedures, rules, regulations and applicable laws or ordinances. Considerable knowledge of: ; community recreation principles and activity interests of all age groups and a variety of cultural groups; and of use of facilities, personnel and equipment for a broad range of recreational and social activities. Good knowledge of managerial, budgeting and supervisory techniques and methods.

Ability to: objectively and effectively exercise delegated authority to supervise site employees through subordinate managerial staff; analyze data and performance criteria to make corrective or improvement actions; establish harmonious relationships with other departments, City officials, vendors, the general public and representatives of civic and special interest groups; develop and implement diverse recreation service delivery systems and procedures; identify, diagnose and solve delicate administrative and public relations problems, conforming to policy guidelines in non-standard and changing situations; communicate persuasively and clearly orally and in written reports and proposal presentation; develop and administer budgetary plans, procedures and controls; oversee facilities usage.

Skill in: Safe operation and care of motor vehicle.

Physical Requirements: Occasional driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays, and extended hours as required.

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Director of Personnel

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Department Head

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